



# MUHAMMED SAJAD

## ACCOUNTS & ADMIN ASSISTANT

Dedicated and detail-oriented professional seeking a challenging role in Accounts & Administration. With 1 years of experience in managing financial records, streamlining administrative processes, and providing exceptional customer service, I am confident in my ability to contribute to the success of a dynamic organization. Motivated, organized, and eager to learn, I am ready to take on new responsibilities and make a positive impact.

## Contact

### Phone

0589250328

### Email

Sajadpmn@gmail.com

### Address

Dubai.UAE

### DATE OF BIRTH

16/06/1995

### NATIONALITY

Indian

## Education

2012-2015

### Bachelor of commerce

University of calicut

## STRENGTHS

- Organized
- Detail-oriented
- Efficient
- Multitasker
- Strong communicator
- Problem-solver

## Language

English

Hindi

Arabic

Malayalam

## Experience

### ○ Jan 2022-Dec 2022

MAGENTA MEDICAL INVESTMENT LLC. AJMAN UAE  
**Accounts & Admin assistant**

- Managed accounts payable and receivable functions, ensuring accuracy and timeliness of payments and collections.
- Developed and implemented streamlined administrative processes, resulting in increased efficiency and cost savings.
- Prepared and analyzed financial reports, identifying trends and providing recommendations for improving financial performance.
- Drafting up letters and reports. Dealing with queries on the phone and by email.
- Prepared invoices based on contract terms and distributed to customers.

### ○ 2017-2021

OAK Interiors&ArchitectS. KERALA INDIA  
**Accounts assistant**

- Managed accounts payable and receivable processes, ensuring accurate and timely payments and collections.
- Assisted in the preparation of financial statements and reports, conducting thorough analysis to identify discrepancies and report findings to management.
- Collaborated with cross-functional teams to reconcile bank statements and resolve any discrepancies, resulting in improved accuracy and efficiency
- Provided exceptional customer service to clients by promptly and effectively addressing inquiries and resolving any billing or payment issues

## Software Knowlege

- **TALLY ERP9**
- **LDM**
- **UNITE**
- **Quickbooks**